



The Department of the Army

Job Opportunity Announcement

This vacancy announcement has been amended as follows:
10/22/2002 -- AMENDMENT TO INITIAL CUT OFF DATE

Vacancy Announcement No.: AIS300022

Opening Date: October 9, 2002

Closing Date: October 9, 2003

Position Title (Pay Plan-Series): Supply Technician (GS-2005)

Grade: 05

Full Performance Grade: 05

Comments: THIS IS A DELEGATED EXAMINING UNIT ANNOUNCEMENT OPEN TO U.S. CITIZENS.

THIS VACANCY IS NOT COVERED UNDER RESUMIX PROCEDURES. IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST FOLLOW THE DIRECTIONS UNDER HOW TO APPLY AND SUBMIT THE PROPER FORMS.

YOU MUST SUBMIT A SEPARATE APPLICATION AND ATTACHMENTS FOR EVERY JOB ANNOUNCEMENT YOU ARE APPLYING FOR. PLEASE MAKE SURE YOUR RESUME/APPLICATION CONTAINS THE JOB ANNOUNCEMENT NUMBER AND YOUR SOCIAL SECURITY NUMBER.

A deferred standing inventory of applicants will be established and maintained as a result of this vacancy announcement. Cut off dates for receipt of applications will be based on the date of the activity's written request for certification of applicants. Applications received no later than the date of the activity's written request will be added to the inventory and referred for consideration. Applications accepted under this announcement will be maintained for employment consideration for one year unless removed from consideration due to acceptance of a permanent position, failure to reply to official correspondence, declination of a position, or other reasons.

TENURE: This is a permanent position.

NOTE: Career/career conditional employees selected under this announcement may be required to serve a one year probationary period in accordance with 5 CFR 315.801(a)(1).

Permanent Change of Station (PCS) funds will not be authorized.

CONDITIONS OF EMPLOYMENT

1. Wearing of safety clothing and equipment may be required.
2. May be required to obtain and maintain a SECRET security clearance.

FILING DEADLINE: APPLICATIONS RECEIVED BY THE INITIAL CUT-OFF WILL BE GIVEN INITIAL CONSIDERATION. APPLICATIONS RECEIVED AFTER THAT DATE WILL BE CONSIDERED AS VACANCIES OCCUR. LATE APPLICATIONS WILL NOT BE CONSIDERED.

Initial cut off date October 29, 2002.

Number of vacancies to be filled by this announcement : One (1) or more.

Salary: \$24,701-\$32,113 (includes 8.64% locality pay)

Region: Northeast

Organization: Tobyhanna Army Depot, Various Directorates

Duty Station: Tobyhanna Army Depot, PA

Area of Consideration: Opened to all applicants with or without Civil Service Status.

Duties: Duties vary depending on Directorate filling the vacancy. Duties could be as follows:

Assists the Property Book Technician (PBT) for the Depot and tenant activities in the ordering, receiving, turn-in, and inventory of equipment; the use and maintenance of office equipment; and the accountability of all non-expendable installation property. Assists in maintaining a consolidated property book valued over \$75.00 in accordance with AMC and Army regulations. Receives requests for non-expendable property submitted by hand receipt holders. Records inventories of the property book account. Provides assistance to the PBT in reconciling the dollar amount of equipment with finance and accounting records by researching transactions and verifying value of specific items.

OR

Responsible for the preparation of issue and turn-in documents and associated research in item identification to support 1 to 3 production shops based on program production schedules and completions. Maintains liaison with depot elements to expedite the movement of parts and material into the shop to prevent work stoppages. Coordinates more complex supply problems with the parts managers and makes recommendations, i.e., fabrication, locally procure or cannibalize critical or long lead items identified as potential or actual line stopper items. Reports discrepancies in material receipts and effects the required supply actions.

OR

Processes receipts to records of Milstip, CCI, and COMSEC items. Processes MROs using judgment for Course of Action to assure deadlines are met. Researches and compiles data to assist supply specialist for all catalog action as required. May be required to assist in the annual inventories; participating in the physical inventory process, performing extensive research for lost items, conducting investigation to determine the cause of discrepancies utilizing histories, researching transfer documents and reference files.

OR

Similar duties in the supply field that are not covered above.

Qualification Requirements: Applicants must possess one year of specialized experience that included responsibilities such as inventory, hand receipt, non-expendable property, issuance and turn in of supplies, materials and/or equipment, researching and compiling data, and resolving discrepancies that required knowledge of supply rules, regulations, policies and procedures. To be creditable, specialized experience must have been equivalent to at least the GS-04 level.

OR

Qualify on the basis of education. Four years of successfully completed education above the high school level. This education must have been obtained in an accredited business, secretarial or technical school or a college or university.

Equivalent combinations of education and experience are also qualifying.

Selective Placement Factors/Knowledge Skills and Abilities (KSA's): Candidates will be rated on their possession of the following knowledge, skills, and abilities. Candidates must address each of the KSAs specifically on plain bond paper and submit it along with the other application materials. Information may include experience, education, training and awards as it relates to each KSA. Since you will be rated based on your possession of the KSAs listed in this announcement and a ranking determination made which affects your chances for employment, it would benefit you to provide your responses to the KSAs on a separate sheet of paper and submit it with your application.

1. Knowledge of supply rules, regulations and procedures.
 2. Ability to analyze.
 3. Ability to work independently.
 4. Ability to communicate orally.
 5. Ability to extract, collect and coordinate a variety of data and control factors.
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Standard/Other Requirements/ Instructions on How to Apply: 1. Failure to provide all of the required information as stated in the announcement may result in an ineligible rating or may affect the overall rating.

2. If qualified based on education, selectee must provide official transcript.
3. Permanent change of station (PCS) funds will not be authorized.
4. Selection for this position is contingent upon proof of U.S. citizenship.
5. Direct Deposit is REQUIRED : As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.
6. Application/Resume deadline: Application/Resume must be received by the Closing Date of the Vacancy Announcement.
7. Male applicants born after December 31, 1959, are required to complete a Pre-Employment Certification Statement for Selective Service registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.

BASIS OF RATING: Basic eligibility will be determined by assessing the candidate's background against the appropriate OPM Qualifications Standard to include any selective placement factors. Candidates will be rated based on an evaluation of the extent and quality of their experience, education, and training as provided in their Resume. Candidates who meet the Basic Qualification Requirements will be further evaluated on the skills they possess or the extent and quality of skills for Delegating Examining that are directly related to the job duties as described in this vacancy announcement.

HOW TO APPLY:

Submit the following documents to the address listed under Where To Submit Package:

1. OF612, Optional Application for Federal Employment (this form can be found at www.opm.gov/forms/word/of612.doc) or a Resume. The resume may be typed or legibly handwritten and must contain, at a minimum: Announcement Number; Name; Address; Social Security Number; Position Title and Grade of the job you are applying for; your paid/unpaid work experience including job title, duties and accomplishments, employers name and address, supervisors name and phone number, starting and ending dates (Month and Year), hours worked per week and grade/salary; education.

2. Separate sheet(s) of bond paper describing how your experience, education, training, awards relate to the Knowledge, Skills, and Abilities (KSAs) listed in this announcement. Since you will be rated based on your possession of the KSAs listed in this announcement and a ranking determination made which affects your chances for employment, it would benefit you to submit your responses to the KSAs along with your application. Since failure to do so would result in the examiner having less pertinent job-related information in which to evaluate you, a lower rating could result.

3. College Transcripts. (NOTE: IF EDUCATION IS BEING USED IN LIEU OF EXPERIENCE, OR TO MEET THE BASIC REQUIREMENTS DESCRIBED IN THE INDIVIDUAL OCCUPATIONAL REQUIREMENTS, A COPY OF YOUR TRANSCRIPTS MUST BE PROVIDED).

4. Foreign Education: Foreign education must be evaluated for U.S. equivalency in order to be rated eligible for the position. Please include this information either in your resume or by furnishing a copy of your certificate in your application package.

5. Applicants claiming veterans' preference must CLEARLY do so in their resume/application. Applicants claiming 5-point preference must include specific, detailed information in their resume/application which supports their claim for veterans' preference, e.g., actual dates of service, type of duty (active, reservist), campaign badges or medals awarded, rank at time of retirement, etc. If information needed to verify entitlement to veterans preference is not provided in the resume/application, preference will be denied. Applicants claiming 10-point preference MUST submit a DD Form 214 AND supporting documentation, e.g., Letter from VA dated within one year. Failure to submit supporting documentation will result in loss of consideration for 10-point preference. If veterans preference is awarded and the applicant selected, a DD Form 214 (Member-4 copy) is required at the time of appointment to verify preference. Failure to provide the DD Form 214 at the time of appointment will result in the offer of employment being withdrawn.

NOTE FOR MILITARY SPOUSES: Spouse preference eligibles must provide a copy of sponsors Permanent Change of Station (PCS) orders AND clearly state in their resume that they are requesting Military Spouse Preference.

SPECIAL PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP). If you are a displaced Federal employee, you may be entitled to receive special priority consideration under ICTAP. (NOTE: Eligibility expires (a) one year after separation; (b) one year after an agency certifies that an employees compensation (OWCP) has been terminated and the individual can not be placed at the agency; (c) one year after an employees disability annuity has been terminated or after being notified that his/her annuity will be terminated; (d) when an employee accepts a position without time limitations; (e) when an employee no longer meets eligibility requirements; or (f) within a specific agency, upon declination of offer to that employee by that agency.)

To receive consideration, you must:

1. Be a current or former career or career-conditional (Tenure group I or II) competitive service employee who has been displaced.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record that is fully successful or better. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. Have your application received (unless otherwise specified by the announcement) by the closing date and meet all of the application criteria (e.g., submit all required documentation, etc).
6. Submit a copy of the appropriate documentation with your application package, such as a RIF separation notice, a letter from OPM or your agency documenting your priority consideration rights.
7. Be rated well-qualified. A well qualified employee is defined as meeting all of the minimum qualification standards and eligibility requirements as well as possessing knowledge, skills and abilities that clearly exceed the minimum qualification requirements for the position. To be rated well qualified, ICTAP applicants must attain an eligibility rating on this case examination of 80 points or higher, not including points for veterans preference.

NOTE: If you wish to be considered through this program, please mark (ICTAP) clearly on your application/resume.

Where to Submit Package:

Please send all required application materials to:

Northeast CPOC
314 Johnson Street
Attention: DEU
Aberdeen Proving Ground, MD 21005-5283

Applications may be faxed to (410) 306-1284.

NOTE: In order to receive consideration, your application must contain all of the applicable information/documents listed under How To Apply. Applications received through the use of postage paid government envelopes are in violation of 18 USC 1719 and will not be considered.

If you would like to be considered, then you are required to submit all necessary materials applicable to this vacancy announcement.

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.